

## **Vacancy Announcement**

### **U.S. ELECTION ASSISTANCE COMMISSION**

**Position:** Election Research Specialist  
AD-301

**Announcement No:** EAC-05-05A  
(AMENDMENT)

**Salary Range:** \$72,000 - \$90,000 per annum

**Hiring Agency:**  
U. S. Election Assistance Commission  
1225 New York Avenue, N.W.  
Washington, D.C. 20005

**Opening Date:** 03-7-2005  
**Closing Date:** 03-21-2005

**Duty Location:** Washington, D.C.  
1 Vacancy

**AREA OF CONSIDERATION:** All United States Citizens

**RELOCATION:** Relocation expenses will not be paid.

#### **THIS POSITION IS OUTSIDE OF THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the excepted authority of the Help America Vote Act (HAVA). Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil services benefits (retirement, health benefits, life insurance, thrift savings plan, etc.) are applicable to this position.

#### **DUTIES:**

The incumbent carries out election reform programs and services duties. This includes reviewing State HAVA plans, preparing requirements payments documentation, and reviewing State financial reports to assess conformance to State plans and regulations regarding expenditure of Federal funds. The incumbent will implement and monitor various HAVA grant programs, including poll worker initiatives. The incumbent will develop and implement Best Practices initiatives on various election administration topics. The position requires in-depth knowledge and experience with the laws, regulations and procedures of the U.S. election administration process, including an understanding of the respective roles and responsibilities of Federal, State and local governments. The incumbent will plan and conduct research on all aspects of the U.S. election administration process to support the Commission's requirement to conduct studies and other activities to promote effective administration of Federal elections. Results of these efforts may be promulgated as Best Practices. In addition, this research will also support the EAC's role as a clearinghouse and resource for the compilation of information and review of procedures with respect to the administration of Federal elections. This work will require coordination with State and local election officials, other Federal and State agencies, advocacy groups, and other EAC stakeholders. The incumbent will prepare background information and supporting documentation needed to conduct public meetings and public hearings. The incumbent must have experience in developing project plans and preparing Statements of Work for contractor support efforts, as needed. The incumbent will provide oversight and direction for the work of contractors and consultants, including monitoring cost and schedule performance.

The Election Research Specialist will report to the EAC Executive Director. The supervisor makes assignments by defining overall objectives, priorities and deadlines. The incumbent plans the work, resolves problems, and carries out responsibilities with a high degree of independence. The incumbent will exercise considerable independent judgment and expert local, State and Federal election process knowledge in determining the appropriate course of action in carrying out his/her responsibilities.

## **QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications.** Candidates for the position must possess the following minimum qualifications:

- A baccalaureate degree in political science, public policy, or related area of study.
- Knowledge of, and firsthand experience with, local and State election administration activities.
- Extensive knowledge of applicable Federal laws, such as HAVA and NVRA, governing the Federal election process.
- Strong analytical, problem solving, and research skills.
- Ability to document research findings clearly and concisely.
- Ability to work independently with minimal supervision.

**Preferred Qualifications.** Candidates with the following preferred qualifications will be considered to have outstanding skills and abilities:

- At least 3 years of professional experience in the administration of elections at the local (preferred) or State government level.
- Proficiency in Spanish that demonstrates excellent reading, writing, and speaking of the language.

**Knowledge, skills and abilities required.** The successful candidate must also have outstanding knowledge, skills and abilities in the following areas:

- Extensive knowledge of, and ability to interpret, Federal and State election laws, regulations, procedures and practices from a policy implications standpoint.
- Demonstrated ability to analyze and document findings of policy research.
- Demonstrated knowledge and ability to conduct complex technical studies or reviews, and to apply analytical and evaluative techniques in the process to review, analyze and/or interpret information and data for the purpose of developing recommendations, reports or other documents.
- Demonstrated ability to communicate effectively both orally and in writing to respond to inquiries, communicate requirements, prepare briefings and point papers, and write reports.
- Experience in managing contractor work efforts.

## **DETERMINING THE BEST CANDIDATES:**

All qualified candidates will be evaluated on the relevance and quality of their experience, education, and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Preferred Qualifications and the Knowledge, Skills, and Abilities identified above. A supplemental statement is required to provide more indepth information for the Commission to assess the candidate's qualifications to successfully perform the duties of the position.

## **OTHER REQUIREMENTS:**

This appointment is subject to a probationary period.

Occasionally required to travel on official business.

## **OTHER INFORMATION:**

EAC was established by the Help America Vote Act of 2002 (HAVA). Central to its role, EAC serves as a national clearinghouse and resource for information with respect to the administration of Federal elections. According to the text of HAVA, the law was enacted to:

... establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs, to establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes.

-- Excerpt from [The Help America Vote Act of 2002](#)

HAVA requires that EAC:

- Provide for testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;
- Conduct public studies on various election administration issues;
- Submit a report on each study conducted, with recommendations, to the President, the House Administration Committee, and the Senate Rules and Administration Committee;
- Make requirements payments to States each year;
- Make grants to assist entities in carrying out research and development to improve the quality, reliability, accuracy, accessibility, affordability and security of voting equipment, election systems, and voting technology;
- Make grants to carry out pilot programs under which new technologies in voting systems and voting equipment are tested and implemented on a trial basis;
- Award grants to the National Student and Parent Mock Election, a national, nonprofit, nonpartisan organization that works to promote voter participation through voter education activities for students and their parents; and
- Conduct studies and issue reports on a variety of topics generally dealing with improving the administration of Federal elections.

## **HOW TO APPLY:**

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/of.asp> , or a resume with comparable information included. The application must include education, experience, foreign language ability and level of proficiency in reading, writing and speaking the language, current salary, social security number, date of birth, professional qualifications, and the names and contact information of three references

(to be contacted only with subsequent permission of the applicant). The applicant must also submit a Supplemental Statement addressing the Preferred Qualifications and the Knowledge, Skills and Abilities requirements stated above. A brief writing sample is also required.

Your social security number (SSN) is requested to be included on your resume under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide your SSN on your resume will result in your application not being processed.

You must be a citizen of the United States.

**Application must be mailed to:**

U.S. General Services Administration, National Capital Region  
Agency Liaison Division, Room 7120  
7th & D Streets, S.W.  
Washington, DC 20407  
Announcement No.: EAC-05-01  
Attn: BerNadette Wiggins

Phone: (202) 708-5702

Applications submitted in postage paid Government envelopes will not be considered. Applications must be received by the closing date to be considered.

All applications received become the property of the U.S. Election Assistance Administration and will not be returned.

This Commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The successful candidate for the position of Election Research Specialist may be appointed without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of that title relating to classification and General Schedule pay rates.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor. **THE U.S. ELECTION ASSISTANCE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: [www.eac.gov](http://www.eac.gov)